

National Civil Service League  
5530 Wisconsin Avenue, N.W.  
Washington, D.C. 20015  
Phone: (301) 654-8664

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Rose Williams Boyd

M E M O R A N D U M

November 16, 1978

TO: NCSL Career Service Award Winners, Agency Heads and  
Coordinators

FROM: Rose Williams Boyd, Executive Director

RE: Logistics for Awards Ceremony

Included in this memorandum are the necessary details for the Twenty-Third Annual Career Service Awards Ceremony to be held on Monday, December 4, 1978, at the U.S. Civil Service Commission Auditorium, 1900 E Street, N.W.

The awards presentation will begin promptly at 11:00 a.m. in the Commission's Auditorium. To facilitate stage arrangements, please try to be at the back of the stage no later than 10:45 a.m. The Commission will be expecting arrivals as early as 10:30, and for your convenience coat check facilities will be available.

Mortimer M. Caplin, Chairman of the Board, NCSL, will open the ceremony with some brief remarks on the history and meaning of the Awards Program. The presentation of the individual awards will follow brief remarks from the Chairman of the U.S. Civil Service Commission.

The awards will be given in alphabetical order (per the list of winners attached). The head of your agency (or his designee) will be introduced: then this official will present the agency's accomplishments for approximately two minutes. At the conclusion of the official's remarks, the award will be presented to the recipient. If the head of your agency finds it impossible to be present, we would ask that he name a representative at the

appropriate level to present the agency's winner. We will need this information by November 27.

Following are some specific items we know are of interest to you:

PARKING FACILITIES

Parking is very limited in this area. The closest public parking lot (PMI) is located at 20th and E Sts., N.W. The Virginia Avenue entrance of the Commission building is closest to the auditorium, but you may enter the building, after parking, through the E Street entrance.

INVITATIONS FOR GUESTS OF AGENCY OFFICIALS AND AWARD WINNERS

Each agency head may invite four guests; award winners may invite five. If more guests are expected, please contact Blanche Green at 654-8664. A list of all guests should be forwarded to the League by November 27, so that a head count and roster of guests can be maintained.

PHOTOGRAPHERS

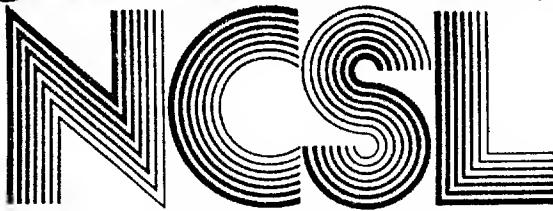
We strongly urge each agency to assign a photographer to be present at the Awards Ceremony so that ample coverage is assured.

PUBLICITY

NCSL will be issuing a press release to the Washington Post, Washington Star and the Federal Times, as well as our regular press list, within the next couple of days. We hope that your agency will issue a press release to the winner's home town newspapers, civic and fraternal organizations, etc. The League would appreciate receiving copies of any publicity generated through your agency's efforts, sent to the attention of Blanche Green.

League staff members will be on hand the morning of the 4th to assist in any way they can to make this occasion an enjoyable one for all involved. Meanwhile if there is any additional information not covered in this memorandum, please do not hesitate to call me. I appreciate the cooperative attitude all of you have displayed, and I look forward to meeting you on the 4th.

cc: NCSL Board Members  
attachment (1)



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STATIONERY  
Dear [redacted] :

I have received the list of winners of the 1978 Career Service  
Awards of the National Civil Service League from the Chairperson  
of the Nominations Committee.

You will be pleased to note that Mr. John Blake, Deputy Director  
for Administration, C.I.A.

is a recipient of an award. The preliminary announcement is  
pretty sketchy on details, but we will be getting out a much-  
expanded brochure within the next two weeks. When we receive  
it from the printer, I will see that you get a copy.

I would appreciate it if you would treat this information as  
confidential - at least for a few days - until we get a press  
release out to the major papers.

Thanks,

ROSE WILLIAMS BOYD  
Executive Director

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